



IT ALL STARTS WITH YOU!

## Procedures for Handling Cash Donations and Special Event Money

The Chair(s)/Captain(s) will be responsible for the proper safeguarding of cash monies delivered to them as part of the SECC Campaign. Cash must be kept in a locked cabinet, safe, or other suitable device to which unauthorized access is difficult until the Chair(s)/Captain(s) can deliver it to HRM or United Way.

### Paper Pledges –Cash donation

When an employee wishes to turn in a paper pledge form and is giving a cash donation you must follow these procedures:

1. **Verify** that the cash received is the amount written on the paper pledge form while the employee is still in your presence.
2. Let the employee know that you will be sending them **an e-mail receipt of cash**.
3. Send the employee an e-mail indicating this:

Thank you for your contribution to the 2013 State Employee Charitable Campaign (SECC).

This is your e-mail receipt that we received a \$ amount contribution from you on MM/DD/YY.

*By supporting the SECC, you are helping to provide the opportunity to improve the quality of life of all Delawareans.*

4. Keep copies of the receipt in your e-mail folders until all campaign contributions are reconciled.
5. Record the cash donation on your tracking sheets and Campaign Report Envelope and turn in to your Chair.

### Procedures for handling Special Event Money

1. All monies collected for special events will be counted and verified by two people. They will complete a special events tracking form and both sign the form verifying the amount of cash in the envelope. (sign on the Captain signature line if you are not a Captain or Chair)
2. The Captain will turn this into the Chair person. The chair person and Captain will verify (count again) the money being turned in for special events.

3. DO NOT write a Personal Check to cover the Special Events Money.
4. Record the cash donation on your tracking sheets and Campaign Report Envelope and turn in to your Chair.

## **Procedures for Turning in Campaign Report Envelopes**

1. **Both the Captain and Chair will sign** the Campaign Report Envelope indicating that they have **verified** all contents of the envelope and recounted the cash donations together for accuracy.
2. **In New Castle County**, the Captain and Chair will seal the envelope (seals will be provided by SECC) and coordinate with **Deborah Armstrong** of United Way for pick up or drop off.
3. **In Kent or Sussex County**, the Chair will **deliver the envelope to Sharon Windsor** during designated times or by appointment) and the money will again be counted and verified by two people (Sharon and Jane Hahn). After the money is verified, the envelope will be sealed and delivered to Deborah Armstrong of United Way.

Designated times to deliver envelopes to Sharon Windsor

Tuesday's from 10 am -12 pm

Thursday's from 1:00 pm-3:00 pm

OR

By Appointment by calling 302-672-5200

**Note: Please try to limit the amount of coins that you are turning into Sharon and Deborah.  
This will save on time.**

**It is critical that you safeguard all cash received and that you always have  
two people counting the cash together for your protection!**